

REQUEST FOR PROPOSALS

for

LEON COUNTY EMS

AUTOMATIC VEHICLE LOCATION SYSTEM

Proposal Number BC-03-22-05-31

**DRAFT**

BOARD OF COUNTY COMMISSIONERS

LEON COUNTY, FLORIDA

RFP Title: Request for Proposals for Leon County EMS Automatic Vehicle Location System  
Proposal Number: BC-03-22-05-31  
Opening Date: Tuesday, March 22, 2005 at 2:00 PM

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I. INTRODUCTION

The purpose of this document is to describe the technical and functional specifications required by the Leon County EMS for an automatic vehicle location system (AVL) and to request proposals from those vendors capable of delivering such an automatic vehicle location (AVL) system.

II. GENERAL INSTRUCTIONS:

- A. The response to the proposal should be submitted in a sealed addressed envelope to:

*Proposal Number: BC-03-22-05-31  
Purchasing Division  
2284 Miccosukee Road  
Tallahassee, FL 32308*

- B. An **ORIGINAL** and five (5) copies of the Response must be furnished on or before the deadline. Responses will be retained as property of the County. **The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual, all other copies may be photocopies.**
- C. Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Keith Roberts or Don Tobin at (850) 488-6949; FAX (850) 922-4084; or e-mail at [keith@mail.co.leon.fl.us](mailto:keith@mail.co.leon.fl.us) or [tobind@mail.co.leon.fl.us](mailto:tobind@mail.co.leon.fl.us). Written inquiries are preferred.
- D. **Special Accommodation:** Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 488-6949 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- E. Proposers are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for proposals prior to submission. Each Vendor shall examine the RFP documents carefully; and, no later than seven (7) calendar days prior to the date for receipt of proposals, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications.
- Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only those communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.
- F. Your response to the RFP must arrive at the above listed address no later than Tuesday, March 22, 2005 at 2:00 PM to be considered.
- G. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- H. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.

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- I. It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the vendor.
- J. The County is not liable for any costs incurred by bidders prior to the issuance of an executed contract.
- K. Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- L. The contents of the proposal of the successful firm will become part of the contractual obligations.
- M. Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- N. If you are not submitting a proposal, please return the form attached at the end of the RFP, marked 'No Proposal'.
- O. The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- P. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- Q. Public Entity Crimes Statement: Respondents must complete and submit the enclosed Public Entity Crimes Statement. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- R. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- S. Licenses and Registrations: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in

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another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

**T. Audits, Records, And Records Retention**

The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**U. Monitoring**

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

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Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

**V. Local Preference in Purchasing and Contracting**

1. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of not more than five percent (5%) of the total score shall be assigned for a local preference for local businesses. Vendors are directed to the evaluation criteria contained herein to be aware of any local preference points to be assigned for this request for proposals.
2. Local business definition. For purposes of this section, "local business" shall mean a business which:
  - a) Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
  - b) Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
  - c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County; or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.
3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

**W. Addenda To Specifications**

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 488-6949 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

**X. Performance Bond**

A Performance Bond in the amount of 100% of the estimated project cost shall be supplied by

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the successful Contractor prior to contract execution. Also, a payment and material bond for the contract amount shall be supplied by the Contractor at the same time.

"Performance and Payment and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond must contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at \_\_\_\_\_ (address) \_\_\_\_\_, which is located in Tallahassee, Florida. "

**III. SCOPE OF SERVICES:**

- 1.0 The Leon County EMS has embarked on a project to enhance the County's computer aided dispatch (CAD) [ZollData Systems RescueNet dispatch version 3.0.7.911] through the acquisition and implementation of an automatic vehicle location (AVL) system. The fundamental goal of this enhancement is to enable the dispatch system to dispatch the closest, most appropriate units to the scene of an emergency. Towards this goal, the enhanced CAD system will suggest units for dispatch based upon current unit location and status in addition to station location. The purpose of this document is to describe the technical and functional specifications required by the Leon County EMS to accomplish this goal and to request proposals from those vendors capable of delivering such an automatic vehicle location (AVL) system.
- 1.0.2 The RFP describes the basic AVL functionality that the County believes can best satisfy its needs: dispatching the closest most appropriate units to the emergency scene.
- 1.0.3 The County believes that determination of the closest, most appropriate unit to the Incident location is highly dependent on the accuracy and currency of the unit's position relative to the incident. Our desire is to maintain the minimum travel distance possible between position updates of available moving units at all times. We therefore believe that the AVL system should maximize use of the available radio bandwidth to keep the unit position information as current as possible.
- 1.0.4 In order to implement new unit recommendation algorithms and other features of the AVL system, the delivered product must interface with the County's existing CAD software. Numerous modifications are required in the existing CAD system. As part of this overall effort, the County's CAD vendor shall be responsible for modifying the current CAD as necessary to operate and interface with the new AVL subsystem and its various components.
- 1.0.5 The required system must be accurate; reliable; and easy to use, administer and maintain. In addition to functioning as an integral part of the CAD system, the AVL system must be capable of functioning as a stand alone system when the CAD system is not operational. While operating in a stand alone mode, the AVL system shall have the capability to project graphical displays of unit locations relative to the Leon County EMS' area road network onto the County's map displays.
- 1.0.6 EMS vehicles can remain hidden from the satellite constellation for periods of time varying from a few seconds to many hours. It is imperative that the Global Positioning System (GPS) receivers used in vehicle installations re-acquire satellite signals and calculate a good fix within the time frames stipulated in the RFP in order to meet the County's needs.
- 1.0.7 In as much as the AVL subsystem will be an integral component of the CAD system, the AVL subsystem must interface with the current CAD system. The selected vendor shall work closely with the County's representatives to ensure all the necessary interfaces to the CAD system are defined prior to award. These interfaces include, but are not limited to, CAD to

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graphical map display and CAD to dispatch center AVL equipment, and also the ability to synchronize all internal clocks of the computer equipment. There shall be no adverse affect of the AVL/CAD interface to the existing CAD application which has a negative impact by affecting performance or response time or in any other form.

- 1.0.8 Sixteen (16) vehicles and apparatus shall be equipped with a Vehicle Location Unit (containing a GPS receiver) communicating the vehicle's position and other data via Midland VHF model #70-1391 B mobile radio equipment to the dispatch center AVL equipment which in turn shall communicate with the existing CAD system. The CAD system will also communicate with the graphical map display to show unit position and status relative to incidents and the road network. The AVL system will operate on one dedicated radio channel. Any limitations regarding the number of vehicles that can be used on the AVL system must be indicated by the Vendor in the proposal.
- 1.0.9 The specifications in this document define minimum acceptable levels of performance. The Awardee shall provide equipment with specifications required to operate in the Awardee's systems design even if those exceed the requirements described herein.
- 1.0.10 All radio equipment will be provided by the County.

## 2.0 SYSTEM FEATURES

This section provides a functional overview of the envisioned AVL system.

- 2.0.1 The Leon County EMS's AVL system will operate in a polled environment. Each unit will transmit its current position and related information only when polled by the host end. The AVL system shall be integrated into the Leon County EMS network structure.
- 2.0.2 The CAD system will maintain a table that identifies the relative urgency to update each unit's position based upon unit status. The CAD system will send a list to the AVL control equipment that indicates the units requiring position updates from the next poll cycle. The number of units identified can vary. The list will typically contain less than 20 units in each cycle.
- 2.0.3 In the event of the CAD system is unavailable or the failure of the CAD to AVL system link, the dispatch center AVL equipment shall poll all units contained in an internal poll list. This list shall be user-modifiable from the AVL control equipment and shall have the capacity to contain and poll all unit IDs in the system. The position reports shall be displayed in a human readable form on an AVL control display device with the format and contents of the display user configurable.
- 2.0.4 The dispatch center AVL equipment will be responsible for coordinating the receipt of the regular position and "unsolicited" position reports from the various receiver sites. *Duplicate messages shall be eliminated.* The position and status reports received should be passed on to the CAD system. If a unit sends an unsolicited position report, the message shall be passed on to the CAD system where a determination will be made by the CAD as to whether or not the unit will be included in the next poll list.
- 2.0.5 The data elements which must be provided to the CAD system for each position update are described below. If data conversion is required, it must be performed prior to transmission of the data to the CAD system. Data conversion processing time will be included in the response time measurements. Detailed AVL to CAD interface specifications (including hardware and software) shall be provided by the AVL vendor.

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<u>Data Element</u>	<u>Unit of Measure</u>	<u>Accuracy</u>
Vehicle ID		
Vehicle Status		
Qualifier information for vehicle status		
Time of Fix	Seconds into current day	1 second
Unit Position	Latitude/Longitude	100,000 <sup>th</sup> of degree
Velocity	Miles/Hour	1 mile/hour
Heading	Degrees	1 degree
Stale Fix Flag	Binary	absolute
2D/3D Flag	Binary	absolute
Differential Flag	Binary	absolute

The proposed system shall provide a means of adding and subtracting units to the AVL polling lists through direct input from the CAD system.

2.0.6 In order to maintain a satisfactory unit position resolution, the system must be capable of the following:

- 2.0.6.1 The system shall be capable of accurate position reporting within 2 meters Circular Error Probable (CEP). The GPS receiver shall be at least 16 channel and Wide Area Augmentation System (WAAS) capable. For the purpose of determining location accuracy, the County will supply several survey points to evaluate accuracy of static vehicle position fixes. The GPS system shall include the latest technology to achieve the most accurate position fix available at this time.
- 2.0.6.2 The GPS receiver must have fast reacquisition functionality. Following 100% blockage of GPS satellite signals for duration of two minutes, the GPS receiver must have the ability to calculate and provide an accurate position fix within five seconds.
- 2.0.6.3 If the CAD system identifies 100 units that need to be polled, the AVL system must be capable of polling the desired units and returning the valid position information to the CAD system in 30 seconds or less.
- 2.0.6.4 The following table indicates the maximum response time for an AVL system poll and response back to the CAD. A response must be returned to the CAD system and displayed on a screen within the dispatch center's AVL suite of equipment within these time frames after a poll request is received from the CAD for the desired number of units. The response shall consist of the requested unit(s), vehicle Identification, latitude, longitude, speed, direction of travel, time of fix reported, type of fix (2D or 3D), and age of fix.

Number of Units	Time to Respond (seconds)
5	7.5
10	9
50	19
100	30
150	45



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200	60
250	75
300	90

2.0.7 All mobile components of the system shall be capable of being installed and operational as specified, on any Leon County EMS vehicle. Specific equipment configurations and mounting locations for certain vehicles may be necessary.

2.0.8 County personnel will be involved in the vehicular equipment placement and installation concerning user interface devices on a vehicle by vehicle basis. The County will assign one (1) person to be responsible for this task.

## 2.1 MOBILE GPS RECEIVER/ANTENNA

2.1.1 The mobile GPS receiver should be integrated with a microprocessor to provide intelligent reporting capabilities. The antenna shall be a low profile and roof-mounted antenna. RF shielding of the receiver and modem is highly desirable.

2.1.2 The GPS receiver shall be at least sixteen channels, WAAS capable, parallel tracking receiver operating on the L1 frequency C/A code signal.

2.1.3 The receiver shall operate on a voltage range of 9 to 15 volts DC and shall preserve volatile memory contents over a voltage range of 0 to 15 volts DC.

2.1.4 The VLU must use an active GPS antenna with at least 23 db signal gain for improved performance under tree canopy.

2.1.5 The receiver shall be capable of transmitting the necessary satellite tracking information (satellites used, IODEs, etc.) to enable the capability of having the WAAS data incorporated in the receiver.

2.1.6 The GPS receiver shall be capable of reporting its position on a CEP of 2 meters or less without differential correction. This performance criterion assumes receivers reporting from a static position with full view of the satellite constellation and WAAS.

2.1.7 The GPS receiver shall output data corresponding to the receiver's latitude, longitude, velocity, direction of travel, time of fix reported, type of fix (2D or 3D), and relative age of fix. (See section 2.0.6). This information shall be available as a single message type, and shall not include extraneous information not necessary in this AVL system.

2.1.8 The initial acquisition time (Time to First Fix), at minimum, shall be as follows:

<u>Receiver</u>	<u>Time to</u>
Cold Start	36 sec
Warm Start	33 sec
Hot Start	<3.5 sec

### Definitions:

- (1) Cold Start: Initial power-up from factory.

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(2) Warm Start: Receiver clock powered by battery back-up and receiver has been out of view of constellations for greater than 4 hours. Typical of vehicle parked in a garage overnight.

(3) Hot Start: Typical of momentary power interruption to receiver.

2.1.9 Satellite re-acquisition time shall be 5 seconds or less for a total satellite signal blockage of 2 minutes or less.

2.1.10 The antenna shall be low profile and facilitate mounting to a vehicle roof. The mounting arrangement shall provide routing and protection for all cables connected to the roof-mount unit.

## 2.2 MOBILE RADIO TRANSCEIVER/ANTENNA

2.2.1 Mobile radio equipment will be provided by the County.

2.2.2 Any proposed system will utilize a Midland 70-1391 B mobile radio or equivalent.

2.2.3 The mobile radio shall operate on one conventional VHF channel as provided by the County.

2.2.4 The Vendor will provide and be responsible for the installation of the mobile radios.

## 2.3 BASE STATION TRANSCEIVER

2.3.1 The base station radio to be provided by the County shall be a (Midland 771-3050 BB) or equivalent and shall operate on one conventional VHF channel. The frequencies shall be determined at a later date.

2.3.2 The transceiver will operate on 120 VAC, power will be continuous duty, carry a rating for continuous duty, will have a triple circulator and will be installed as per Motorola r56 guidelines for lightning protection and grounding.

2.3.3 The transceiver will be designed to interface to a receiver multi-coupler/transmitter combiner environment and will be designed to operate at a distance of up to 300 feet from the antenna.

## 2.4 MOBILE RADIO MODEM

### Vehicle Location Unit (VLU)

- a) The VLU must contain on-board power management circuitry
- b) The VLU must include a low-voltage power sensor to prevent battery drain in the host vehicle
- c) The VLU must be protected against inadvertent external interference, both physically and electronically
- d) The VLU must include 32-bit Intel™ 386 or better intelligent microprocessor, operating with at least 25MHz speed. Preference may be given to an upgradeable system.
- e) The VLU must contain only non-volatile RAM, preferably a combination of FLASH and SRAM (Static RAM), of 1 megabyte or greater.
- f) The VLU must contain sufficient processor capability to allow for the processing and compression of PC-based data communications beyond the basic level required by an AVL system.

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- g) The VLU must contain a minimum of two external serial ports and five internal serial ports to allow for future expansion.
- h) The VLU must provide opto-electronic isolation circuitry for all external sensor inputs.
- i) The VLU must readily support at least 5 opto-isolated inputs and two opto isolated outputs for receipt and control of switch status inputs and simple outputs.
- j) As required under proposed system architecture, the VLU must feature an integrated modem device and ability to accommodate a variety of communications technologies if needed.
- k) The VLU must be programmable via remote command through the proposed wireless communications method, using a standard windows-based graphical user interface.
- l) The VLU must support periodic firmware/operating programming without disassembly or removal from vehicle
- m) The VLU must conform to the SAE1455 and MilSpec 810E standards for environmental survivability and rugged performance.
- n) The AVL system must be capable of enhancing the efficient use of wireless communications by supporting inverse differential calculations.
- o) The vendor shall include all mounting and cabling required for full installation and operation of the VLU. The mobile radio modem shall interface and operate properly with the County provided radios and base system.
- p) It is required that the modem, GPS receiver and data controller be housed in one enclosure for ease of installation and service.

## 2.5 DISPATCH CENTER AVL EQUIPMENT

- 2.5.1 The suite of dispatch center AVL equipment shall be designed to operate on 120 VAC 60 Hz power.
- 2.5.2 The dispatch center AVL equipment shall provide local access to its functions through terminal ports or CRT/keyboard combinations. The equipment shall provide an interface port to the Leon County EMS CAD system, primarily for the transmission and reception of unit IDs and unit location information, as well as a status update. A minimum of 2 ports shall be provided so that The County may operate a redundant CAD system as a back up. The CAD system port shall also be usable for other system features as described below. Details of the configuration and operation of this port are to be coordinated with the County's CAD system vendor as well as Leon County EMS technical staff.
- 2.5.3 Detailed documentation of the proposed interface between the dispatch center for AVL equipment, the County's CAD system and the mapping system shall be provided as part of your submittal. The selected vendor shall work with the County's technical staff and CAD vendor to establish mutually agreeable interfaces to CAD and mapping system prior to final system acceptance.

### CAD to Graphical Map Display

The vendor supplied graphical map display shall have at minimum the ability to show the following information provided by the CAD:

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Vehicle ID	Incident ID	Landmark ID
Vehicle Location	Incident Location	Landmark Location
Vehicle Icon	Incident Icon	Landmark Icon
Vehicle Class	Incident Class	Landmark Text Tag
Vehicle Color	Incident Color	
Vehicle Blinking (on/off)	Incident Blinking (on/off)	
Vehicle Text Tag	Incident Text Tag	
Vehicle Text Block	Incident Text Block	
Vehicle Association	Incident Association	

These data elements will be resident on the CAD system. The AVL vendor shall propose a CAD to graphical map display interface to meet these requirements.

- 2.5.4 The AVL base equipment shall include functionality necessary for the adding and deleting of units to the system, switching of units within the system, and other AVL system maintenance functions. These functions shall be available from a terminal or CRT/keyboard connected to the equipment as well as through the CAD interface port in the form of functions that the CAD system may request to be performed.
- 2.5.5 In the event of loss of CAD, the AVL system shall continue to operate independently of an operational CAD or CAD interface. The dispatch center AVL equipment shall have a direct data interface with a graphical display in order to provide current unit position relative to the road network in the event the CAD is unavailable.
- 2.5.6 The dispatch center's suite of AVL equipment shall include features and functions necessary for diagnosing system problems in the various elements of the AVL system. It shall also provide a method of monitoring AVL system throughput, radio channel transmission and reception statistics, and host activity statistics.
- 2.5.7 The graphical map display shall have the ability to display all vehicles and current incidents or events relative to the greater Leon County area road network.
- 2.5.8 The graphical map display controller shall interface with the existing CAD system and the proposed dispatch center AVL equipment in the event of failure of the CAD or CAD to AVL system link, and the dispatch center's existing large screen projection. Additionally, the graphical map display controller/PC shall operate seven (7) 17-inch high resolution flat panel LCD color monitors (already in place).
- 2.5.9 Vendors shall propose commercially available map graphics or graphics utilizing the County's existing ArcView GIS files for the source of the desired map data.
- 2.5.10 Vendors shall explain the steps and costs associated with updating the proposed graphical map display with new street data on a periodic basis. Include in your discussion the cost and the process for maintaining the CAD geofiles such that the map files and CAD geofiles stay synchronized.
- 2.5.11 The graphical map display shall be capable of being driven automatically by CAD software based on incident input from the CAD. Features such as map zooming, panning, centering on incidents, showing selected vehicles or sets of vehicles, following selected vehicles plus icon control – i.e.—vehicles, landmarks, incidents (size, shape, color, blinking) shall be outlined in the proposal by the vendor. The graphical map display shall be capable of adding additional layers and their attributes that may be of use to dispatchers –i.e.—fire hydrants, hazardous materials sites, airports, emergency evacuation routes, fire/police grids, fire stations, hospitals, schools, etc.
- 2.5.12 Full documentation of the CAD to graphical map display interface shall be provided at

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the time of proposal submission. The selected vendor shall work with the County's technical staff and CAD vendor to establish mutually agreeable interface to CAD and mapping system prior to contract approval.

- 2.5.13 Vendors shall propose software, hardware, and equipment levels required to serve as back-up to the dispatch center AVL equipment. It is the County's goal to have a redundant system such that if a component of the dispatch center AVL equipment fails, a cold back-up is available to be powered up and brought on line to bring the overall system back into operation. It shall be an option to purchase this equipment if funds are available.
- 2.5.14 Vendors shall propose software and hardware to provide the County the capability to archive all AVL related data. The County desires the capability to retrieve the archived data for any specified time frame or set of vehicles and have the ability to replay this data on a graphical map display.
- 2.6.15 Vendor shall supply an Archiver data base system for retrieval of all AVL information relating to dispatch and vehicle AVL reports. The Archiver shall retain this information for 6 months.
- 2.5.16 Vendor shall submit maintenance options and associated costs including service for dial-in or TCP/IP support, 7x24 availability, system upgrades and enhancements. Upgrade change procedures must also be defined.
- 2.5.17 CAD and mapping interface design must be modular so that enhancements (CAS, GIS, AVL, etc.) can be implemented with minimum impact.

## **2.7 MOBILE SOFTWARE**

- 2.7.1 The Vendor will supply a Mobile Data Terminal (MDT) for each unit that will allow for the receipt of call specific information by the responding unit and allow the field user to interact via two-way messaging with the CAD.
- 2.7.2 The in-vehicle system must be upgradable to allow for future utilization of County provided ruggedized Mobile Data Computers (MDCs) with vendor provided mobile data software.
- 2.7.3 The software will display County provided map and incident data in a user friendly and intuitive interface and will be prompted by CAD dispatched incident and address messages received via the AVL system.
- 2.7.4 The mobile software must show incident and vehicle location on a GIS mapping interface.
- 2.7.5 The GIS mapping interface will allow the user to pan, zoom, and select various map elements as standard in ESRI Map Objects or equivalent.
- 2.7.6 The mobile software should be automatically update vehicle CAD status over the air without involvement of the dispatcher.
- 2.7.7 CAD status will be updated by the in-vehicle user by choosing a status from a menu on the software. Only certain status options will be available on the menu depending on the vehicle's current status, location, and vehicle type.
- 2.7.8 The Mobile software will provide a messaging function that will allow the user to send, receive, display and archive incoming and outgoing messages similar to industry standard e-mail program interfaces.

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2.7.9 Incoming messages will be alerted with an audible tone.

2.7.10 All map data shall reside locally on the ruggedized MDC.

## 2.8 INSTALLATION, MAINTENANCE, AND OPERATION TRAINING

2.8.1 The successful proposer shall agree to provide, as part of this proposal, a comprehensive training course on the installation, maintenance, and service operations for the equipment proposed. A second class shall also be provided for training on the operation and maintenance of the complete suite of dispatch center AVL equipment. A third class shall be conducted on the operation and maintenance of the graphical map display system and the interface application.

2.8.2 Class materials, including lesson plans, shall be provided for a total of ten employees per class. Topics shall include as a minimum, operation of the system as a whole, theory of systems and circuits, installation of all equipment proposed, troubleshooting problems, alignment of units, and the use of any specialized test equipment. There shall be no limit on the number of employees attending, only the number of materials to be distributed.

### 2.8.3 Instruction Manuals – Maintenance/Installation

2.8.3.1 The successful proposer shall supply ten technical instruction manuals. The manuals shall be complete with all pages securely bound together. The instruction manuals shall include as a minimum, the following information:

#### Table of Contents

Complete inter-cabling diagram between each unit and subassembly.

Complete alignment and tuning instructions in step by step form for the entire system components and subassemblies subject to adjustment.

Operational block diagrams and theory of operation descriptions.

Diagrams and detailed descriptions of all interface protocols and signals used between all modules in the system. This includes: GPS receiver to radio modem, reference GPS receiver to the AVL system, AVL system to CAD system, and AVL system to graphical display.

Complete step by step documentation of back-up procedures necessary to bring cold stand-by units on-line should any unit of the dispatch center AVL suite of equipment fail.

2.8.4 There must be a Help Line available via toll free number 7 days 24 hours for critical dispatch equipment with no charge for the service for the duration of the warranty period.

## 2.9 INSTRUCTION MANUALS – (10)

2.9.1 The operation manuals shall detail the operation of the AVL system as a whole. This primarily includes the dispatch center AVL equipment, the GPS reference receiver, and the graphical map display.

2.9.2 All features and functions provided in the system shall be documented including the operation of the system in the stand-alone mode, when the AVL system is not communicating with the CAD system.

2.9.3 The manual shall contain diagrams and detailed descriptions of all interface protocols used between all modules in the system. This includes: GPS receiver to radio modem, reference

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GPS receiver to the AVL system, AVL system to CAD system, and AVL system to graphical display.

2.9.4 In addition all system software maintenance shall be documented including the addition of new units and transceiver sites and the upgrading of maps for the graphical display.

### 3.0 WARRANTY

The total system provided by the successful vendor including all equipment, software, labor, and materials shall be warranted to be free from defects for a full twelve (12) month period after the date of final acceptance by the County.

## IV. REQUIRED SUBMITTALS:

To assure consistency, proposals must conform to the following format:

### Table of Contents

#### Sections

- A. Introduction
- B. System Features
- C. System Requirements
- D. Support/Installation
- E. Cost
- F. Training
- G. Warranty
- H. References
- I. Qualifications

The following explains what we expect in each of the major sections:

### A. INTRODUCTION

In addition to the following listed items, this section should an overview letter containing your understanding of the County's needs and objectives.

1. Firm name or Joint Venture, business address and office location, telephone number.
2. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
3. Address of the office that is to perform the work.
4. Federal Identification Tax Number or Social Security Number.
5. The age of the firm, brief history, and average number of employees over the past five years.
6. Present size of firm, nature of services offered, and breakdown of staff by discipline.
7. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.
8. Names and descriptions of major projects for which the firm is presently under contract.

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9. If a joint venture, has this joint venture previously worked together? If yes, what projects? A copy of the joint venture agreement should be provided, if available at this time. If the joint venture agreement is not available at this time, then the selection of the firm will be subject to the County receiving and approving the joint venture agreement, prior to negotiating the contract.

**B. SYSTEM FEATURES**

This section shall address all the system features as described under the Scope of Work. Proposer shall submit complete technical information, graphs, photographs, or other means to fully describe the proposed equipment. In the event that the information furnished by the proposer is at variance with the minimum requirements of any item of these specifications the proposer shall explain in detail with full engineering support data, reasons why the proposer's proposed equipment will meet the County project scope.

**C. SYSTEM REQUIREMENTS**

This section shall address the complete list of system requirements. This list must include all hardware/software within which the system operates, or which are required or suggested for operation.

**D. SUPPORT/INSTALLATION**

This section shall address the type of support that the vendor is willing to provide the County, with relation to the installation and set-up of the system. Firm should commit to delivering to the County a completed, to specifications, AVL System.

**E. COST**

This section should address and list all system components and their respective costs, including software and hardware maintenance costs and any recommended options. Costs associated with upgrades should be noted. Response time for service/maintenance calls should also be addressed.

**F. TRAINING**

This section should address what level of training on the system the vendor will provide to the County and at what cost, if any.

**G. WARRANTY/MAINTENANCE**

This section should address the length of warranty that is provided with the system and detail what the warranty covers. Also, please provide detailed information on any continuing maintenance programs offered and costs thereof.

**H. REFERENCES**

This section should provide a list of customers that have the same type of AVL systems being proposed in their response. A minimum of four such installations as large as or larger than the one for Leon County is required. List projects which best illustrate the experience of the firm and current staff which is being assigned to this project providing the following information. (List no more than 10 projects, nor projects which were completed more than five (5) years ago.)

1. Name and location of the project
2. The nature of the firm's responsibility on this project



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3. Project Owner's representative name, address, phone and fax number
4. Your project manager and other key professionals involved and specify the role of each

**I. QUALIFICATIONS**

1. Give brief resume of key persons from your firm to be assigned to the project including but, not limited to:
  - a) Name & title
  - b) Job assignment for other projects
  - c) Percentage of time to be assigned full time
  - d) How many years of related experience with this firm and with other firms
  - e) Specific Related Experience
    - 1) Types of projects and scope of projects
    - 2) What was the specific project involvement?
  - f) Education
  - g) Other experience and qualifications that are relevant to this project
2. List all outside consulting personnel who will actually participate on the engagement. Indicate the experience of each in providing the particular service they will be assigned to perform and give the respective specialty of the firm.

- J. Provide acknowledgment of Minority/Women Business Enterprise and Equal Employment Policies and level of M/WBE participation (forms attached).

**V. SELECTION PROCESS**

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review all proposals received on time, and select one or more firms for interview based on the responses of each proposer. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.
- B. The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.
- F. Evaluation Criteria: Proposals will be evaluated and ranked on the basis of the following considerations:

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The selection criteria are:

Quality of Response to the RFP	25 points
Technical Solution	30 points
Experience of Vendor and its Staff	25 points
Vitality of the Vendor (Financial standing, reputation, and capacity to take on more work)	10 points
MWBE Participation	10 points
<b>Total</b>	<b>100 points</b>

#### VI. INDEMNIFICATIONS:

The Contractor agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

The Firm shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project previously reviewed by the Firm that is found to be defective or not in accordance with the Contract Document and provisions of this agreement as a result of negligent act, error or omission on the part of the Firm, its agents, servants, or employees. The Firm shall be given a reasonable opportunity to correct any deficiencies.

#### VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

##### A. Minority/Women Business Enterprise Requirements

It is the policy of the Leon County Board of County Commissioners to institute and maintain an effective Minority/Women Business Enterprise Program. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit M/WBE participation in our procurement process.
2. Established goals designed to increase M/WBE utilization.
3. Provide increased levels of information and assistance available to M/WBEs.
4. Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors.

Each bidder is strongly encouraged to secure M/WBE participation through purchase of those goods or services to be provided by others. Firms responding to this RFP are hereby made aware of the County's goals for M/WBE utilization. Respondents should contact Agatha Muse-Salters, Leon County M/WBE Director, at phone (850) 488-7509; fax (850) 487-0928 for additional information. Respondents must complete and submit the attached Minority/Women Business Enterprise Participation Plan form. **Failure to submit the form will result in a determination of non-responsiveness for your proposal.**

As a part of the selection process for this project, the ranking procedure will provide a maximum of ten (10) percent of the total score where M/WBE's are used as follows:

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<u>M/WBE Participation Level</u>	<u>Points</u>
_____ The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy.	10
_____ The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals.	8
_____ The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use.	6

**B. Equal Opportunity/Affirmative Action Requirements**

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

**VIII. INSURANCE**

Vendors' attention is directed to the insurance requirements below. Vendors should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

**1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:**

- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- c. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit,

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\$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

**2. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**3. Other Insurance Provisions** The policies are to contain, or be endorsed to contain, the following provisions:

**a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).**

1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.

4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

**b. All Coverages.** Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

**4. Acceptability of Insurers.** Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

**5. Verification of Coverage.** Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the

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County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

#### IX. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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**PROPOSAL RESPONSE COVER SHEET**

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

Cliff Thael, Chairman  
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

---

(Firm Name)

BY

---

(Authorized Representative)

---

(Printed or Typed Name)

ADDRESS

CITY, STATE, ZIP

TELEPHONE

FAX

**ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)**

Addendum #1 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #2 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #3 dated \_\_\_\_\_ Initials \_\_\_\_\_

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STATEMENT OF NO BID

We, the undersigned, have declined to respond to the above referenced RFP for the following reasons:

- ☐ We do not offer this service
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications
- ☐ Others (Please Explain)

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We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

**DRAFT**

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

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**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Leon County Board of County Commissioners  
by \_\_\_\_\_  
[print individual's name and title]  
for \_\_\_\_\_  
[print name of entity submitting sworn statement]  
whose business address is: \_\_\_\_\_  
\_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn  
statement: \_\_\_\_\_).
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact



business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
NOTARY PUBLIC

Notary Public - State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed, typed, or stamped commissioned name of notary public

**MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN**

RESPONDENT \_\_\_\_\_

**MBE Participation Levels****Points**

- \_\_\_\_\_ The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy. 10
- \_\_\_\_\_ The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals. 8
- \_\_\_\_\_ The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use. 6

M/WBE firms and subcontractors must be certified by the City of Tallahassee or Leon County to qualify for M/WBE participation credit. Please provide the following information for each M/WBE. Please indicate minority groups by using the corresponding letters: African American (B), Asian American (A), Hispanic American (H), Native American (N) and Non Minority Female (F). **You must submit proof of certification with your proposal.** Attach additional sheets as necessary.

<u>Name, Address, and Phone</u>	<u>Materials/Services</u>	<u>Amount</u>	<u>Group</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Value of M/WBE Participation: \$ \_\_\_\_\_

Total Project Base Bid: \$ \_\_\_\_\_

M/WBE Participation as % of Total Base Bid: \_\_\_\_\_ %

The vendor acknowledges the Leon County M/WBE policy and the provisions specified for this RFP. If applicable, vendor certifies that the above list of minority vendors and the respective contract amounts and percentages of the total bid are accurate.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

RFP Title: Request for Proposals for Leon County EMS Automatic Vehicle Location System  
Proposal Number: BC-03-22-05-31  
Opening Date: Tuesday, March 22, 2005 at 2:00 PM

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### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**DRAFT**

RFP Title: Request for Proposals for Leon County EMS Automatic Vehicle Location System  
Proposal Number: BC-03-22-05-31  
Opening Date: Tuesday, March 22, 2005 at 2:00 PM

### INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Commercial General  
Liability:

Indicate Best Rating: \_\_\_\_\_  
Indicate Best Financial Classification: \_\_\_\_\_

Business Auto:

Indicate Best Rating: \_\_\_\_\_  
Indicate Best Financial Classification: \_\_\_\_\_

Professional Liability:

Indicate Best Rating: \_\_\_\_\_  
Indicate Best Financial Classification: \_\_\_\_\_

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Indicate Best Rating: \_\_\_\_\_

Indicate Best Financial Classification: \_\_\_\_\_

If answer is NO, provide name and address of insurer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the Respondent able to obtain insurance in the following limits (next page) for this professional services agreement?

☐ YES ☐ NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

#### Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

RFP Title: Request for Proposals for Leon County EMS Automatic Vehicle Location System  
Proposal Number: BC-03-22-05-31  
Opening Date: Tuesday, March 22, 2005 at 2:00 PM

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -  
General Liability & Automobile Liability

Primary and not contributing coverage-  
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General  
Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability,  
Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place ☐ Coverage will be placed, without exception ☐

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name \_\_\_\_\_  
Typed or Printed

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_  
(Company Risk Manager or Manager with Risk Authority)

RFP Title: Request for Proposals for Leon County EMS Automatic Vehicle Location System  
Proposal Number: BC-03-22-05-31  
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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
And OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Contractor/Firm \_\_\_\_\_

Address \_\_\_\_\_

# LOCAL VENDOR CERTIFICATION

Attachment # 1  
Page 31 of 31

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- Holds any business license required by the County, and, if applicable, the City of Tallahassee (please attach copies); and
- Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:		Phone:
Current Local Address:		Fax:
If the above address has been for less than six months, please provide the prior address.		
Length of time at this address		
Number of Employees and hours worked per week by each:		
Name and Address of Owner(s) who reside in Leon County and who in total own at least 50% or more of the business. Attach additional sheets as necessary.		Percentage of Ownership
1.		
2.		

Signature of Authorized Representative

Date

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_, of \_\_\_\_\_,  
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a \_\_\_\_\_ corporation, on behalf of the corporation. He/she is personally known to me  
(State or place of incorporation)  
or has produced \_\_\_\_\_ as identification.  
(type of identification)

Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Return Completed form with  
supporting documents to:  
Leon County Purchasing Division  
2284 Miccosukee Road  
Tallahassee, Florida 32308

Serial Number, if Any